



Washington State Department of

Early Learning

ECEAP Reminders and Links

October 1, 2010

E-mail: eceap@del.wa.gov

Web: www.del.wa.gov/eceap

Due Dates

- [Billing for September services](#)October 15
- [e-DECA release form](#)October 15
- Enter all Child Enrollment Forms in EMSOctober 15
- Request to use ECEAP funds for federal match (optional)October 15
- [Directors Meeting registration due](#)October 21
- Fully enroll all classesBy 30 days after classes start
- [Site Approval](#) form for new classroomsTwo weeks before classes begin
- [Staff Qualifications](#) form for new hiresUpon hire
- Insurance certificate Upon renewal

ECEAP Announcements

DEL ECEAP Directors Meeting – Register Now!

Thursday, October 28, 9 a.m. to 3 p.m. in Wenatchee.

- State budget update
- Reports on the state pre-kindergarten planning (HB 2731 and SB 6759)
- 2009-10 ECEAP data
- 2010-11 data collection requirements and options
- Opportunities for input on DEL initiatives

To conserve state funds, this is the only in-person ECEAP Directors meeting sponsored by DEL this school year. The meeting is a 45-minute drive from the Washington State Association of Head Start and ECEAP (WSA) meeting, so that ECEAP Directors can attend both if they choose. Register by October 21, using the form at www.del.wa.gov/publications/eceap/docs/DirectorsMtgRegistrationForm.doc.

ECEAP Outcomes Data Collection for 2010-11

- DEL will collect the same End-of-Year data as last year, though we updated the form. www.del.wa.gov/publications/eceap/docs/EndYearDataReport.doc
- DEL will collect DECA data directly from Devereux. Return a signed copy of your e-DECA release form to DEL by October 15. The form is available at www.del.wa.gov/publications/eceap/docs/Release_of_e-DECA_data_to_DEL.doc. See “Using e-DECA for non-ECEAP Children” below, for important information if you are assessing non-ECEAP children under your DEL DECA license.
- We have not yet determined if we will be able to collect useful data from those of you using the *Creative Curriculum Developmental Continuum* or *Teaching Strategies GOLD*, since this is a transitional year between these two tools. More info later.
- Collecting family outcomes is optional for the 2010-11 school year. Many contractors are choosing to do so, because the information is useful for them as well as the state. DEL has updated the instructions, and they are packaged with the English and Spanish family interview forms as well as a form to tabulate results. This is available at www.del.wa.gov/publications/eceap/docs/FamilyOutcomesSurvey.doc.
- Our 2009-10 outcomes are exciting and will be unveiled at the DEL ECEAP Directors Meeting, October 28.

Using e-DECA for non-ECEAP Children

You may use the e-DECA database and license purchased by DEL for non-ECEAP children in your programs by purchasing additional “per child uses.” To do this, be sure to follow these steps:

- Contact Kaplan Early Learning Company at (800) 334-2014 to order additional preschool “per child uses” or DECA Infant and Toddler assessments.
- Contact Susan Damico at sdamico@devereux.org to let her know you have ordered additional DECA assessments. She will make sure these are included in the same database, under your license.
- *When you add non-ECEAP children to the database, you must enter “NE” (non-ECEAP) in the “external ID” field.* This field is located on the Child Page right by the Last Name and First Name fields. This is essential because it allows DEL to extricate your ECEAP measures for our outcomes reports. If you do not do this, DEL will request that you compile your ECEAP results.

New ECEAP Specialist

We are excited to announce that Susan Franck has joined the DEL ECEAP team as our newest specialist. She comes to us with five years of early childhood administrative management with Head Start and ECEAP in Lewis and Yakima counties, as well as experience teaching in the preschool classroom. Susan's commitment to and expertise in comprehensive services for low-income children and families make her a strong addition to our team, division and agency. Please check the DEL ECEAP Staff lists at www.del.wa.gov/publications/eceap/docs/DEL_ECEAP_Staff_Contacts.pdf to see if you are assigned to Susan.

Annual ECEAP Calendar

Download a copy of ECEAP due dates, meetings and training for the 2010-11 school year at www.del.wa.gov/publications/eceap/docs/ContractorCalendar.pdf.

State Early Learning Plan!

After more than a year of planning and input from hundreds of Washington residents, the Washington State Early Learning Plan has been issued. The plan will guide early learning policy and funding decisions over the next decade, with the overall goal of building a statewide system that supports school readiness for children in Washington. It focuses on children ages birth through third grade. Read the plan at www.del.wa.gov/resources/newsroom/090110.aspx.

Update on State Budget

As you have probably heard, all state agencies must reduce spending by 6.3 per cent of their state general funds between now and June 30, 2011. Only \$14.7 million of ECEAP is from state general funds; the remaining \$40 million is from lottery funds. The Department of Early Learning is doing everything possible to preserve ECEAP funding. We expect to have more information by the October 28 ECEAP Directors Meeting.

Billing for September ECEAP Services

DEL e-mailed your new A-19 Invoice Voucher for the 2010-2011 school year in late July. *Please note* that this Excel spreadsheet has a FY2010 tab from last year and a FY2011 tab, for this school year. Be sure to select the *FY2011* tab when completing your monthly voucher. To be paid for September, *you must also complete a Monthly Report in EMS*.

View the updated training on billing for ECEAP services at:

- Billing and Monthly Report Training - updated PowerPoint with audio narrative.
www.del.wa.gov/publications/eceap/docs/ECEAPMonthlyReportandBilling2010.pps
- Billing and Monthly Report Training - updated PowerPoint– slides only.
www.del.wa.gov/publications/eceap/docs/ECEAP_MonthlyReportandBilling2010.pdf

New EMS Version Now Available for Data Entry

The ECEAP Management System (EMS) is now available for data entry for the 2010-2011 program year. When you use the “teddy bear” icon to log into EMS, this will automatically retrieve the newest version. Please be aware there are several major changes from last year; these reflect the changes made to paper versions of the ECEAP forms.

Updated Spanish language CEF forms

The Spanish languages Children Enrollment Forms (CEF) have been updated to correct a translation error. You can download these at www.del.wa.gov/publications/eceap.

Guidance on age verification (ECEAP Performance Standard B-14)

To verify children’s ages, contractors may accept any government document with the child’s birthday, a medical record of birth or, in the rare situations when these are unavailable, a signed statement from the parent.

Guidance on Waiting Lists (ECEAP Performance Standard B-16)

- Waiting lists entered on the Monthly Reports in EMS must be non-duplicated counts of all children on the waiting list on the last day of the month.
- Contractors can report a joint ECEAP/Head Start waiting list for children who might enroll in either program.
- Waiting lists may be shared with other agencies, but each child can only be reported in EMS once.
- When contractors learn that a child no longer needs services, or is served elsewhere, remove the child from the waiting list.
- Contractors are not required to contact all waiting listed families to update the list.

Site Approval Form

Use this form to obtain prior approval before opening a new classroom or relocating an existing classroom. Please send the form to DEL several weeks before classes open. The form is at [www.del.wa.gov/publications/eceap/docs/Site Approval Form.doc](http://www.del.wa.gov/publications/eceap/docs/Site_Approval_Form.doc).

New Hires - Staff Qualification Forms

As you hire new ECEAP lead teachers, assistant teachers or family support specialists, send a staff qualifications form to DEL. This is a new requirement in your 2010-11 ECEAP Contract and will save time later in the year. Download the qualifications forms at www.del.wa.gov/publications/eceap, in the Forms section under Staff Qualifications. E-mail the completed forms to eceap@del.wa.gov.

DEL Staff Temporarily Laid Off – October 11

DEL will be closed on Monday, October 11, 2010. All DEL ECEAP staff will be out of the office on unpaid leave due to state budget cuts.

Federal Poverty Guidelines

The federal poverty guidelines will not be updated until late January 2011. The 2009 guidelines remain in effect. See the ECEAP chart based on these at www.del.wa.gov/publications/eceap/docs/ECEAPIncomeEligibilityGuidelines.pdf.

Training Opportunities

DECA for Preschoolers Training

DEL is offering two more DECA Implementation trainings for staff who use the Devereux Early Childhood Assessment (DECA). DEL will reimburse training and travel costs for current ECEAP staff. Registration forms are due one week before each training. At each location, participants must attend both days.

- October 7 and 8, Moses Lake
- October 18 and 19, Olympia

Learn more and download the registration form at

www.del.wa.gov/publications/eceap/docs/Fall2010_DECARegistration.doc.

e-DECA 2.0 Webinar for ECEAP Teachers

ECEAP staff who assess children with the DECA can sign up for a webinar on the new web-based e-DECA 2.0, which is used by all of ECEAP this year. The webinar includes:

- How to add children to “groups” (classes) in e-DECA 2.0.
- How to add parents, if they also complete the DECA assessment.
- How to enter your assessment ratings.
- How to view ratings and reports.

The webinar is repeated on two more dates:

- Friday, October 15, 1 to 2 p.m., register at:
www1.gotomeeting.com/register/215108825
- Monday, October 25, 10 to 11 a.m., register at:
www1.gotomeeting.com/register/844442097

You can listen to the webinar from your computer’s speakers or, if you choose, call in on a long distance line. Teachers: Obtain your log-on ID and password from your agency’s e-DECA administrator, so you can access e-DECA 2.0.

WAEYC “Looking Through the Kaleidoscope” annual conference

- October 13-16, Spokane.

For more information go to www.waeyc.org/Conference.htm

Family Support Studies Program -- Edmonds Community College

These classes for family support workers, family advocates and family service workers can you support, serve and empower families! Learn more or register at www.edcc.edu/familysupport.

- *Partnerships: the Art of Collaboration* (FSS 195) – 3 credits **Online**. Learn how to form and sustain community partnerships. What works and what are the barriers to working together with agencies and programs serving families.
- *Leadership* (FSS 210) – 3 credits **Online**. Identify and improve your personal leadership styles to best serve families. Learn how to empower parents to take leadership roles in their community and advocate for their children.
- *Home Visiting Skills* (FSS 186) – 2 credits **On Campus**. *Four Fridays Only!* October 8 – 29, 12:30 – 5:30 pm. Deborah Northern, our new part-time instructor will share tips for successful and safe home visits!

Resource Links

New information from the Department of Health Immunization program

- Learn more at [Immunization Program](#).
- Go to the CHILD Profile Immunization Registry at [CHILD Profile](#).
- Join the School and Child Care Listserv at [LISTSERV 15.0](#).
- E-mail questions related to immunizations at [Ask the Nurses](#).

Promoting healthy eating Read the *Health and Safety E-News for Caregivers and Teachers* at www.healthychildcare.org/PDF/E-NewsSept10.pdf

Keep children safe Learn more at the Safe Kids USA website www.safekids.org/

Closing the achievement gap Read this *Newsweek* article at www.newsweek.com/2010/08/16/secrets-of-the-world-s-best-school-systems.html

Supporting Scientific Inquiry in Preschool View the presentation at http://nieer.org/pdf/Supporting_Scientific_Inquiry_in_Preschool.pdf

Pre-k 3rd grade alignment Learn more at the Education Voters website www.educationvoters.org/2010/08/11/impact-of-pre-k-through-3rd-grade-alignment/